



**TOWN OF BELMONT
OFFICE OF COMMUNITY DEVELOPMENT**

Homer Municipal Building
19 Moore Street
Belmont, Massachusetts 02478

Telephone: (617) 993-2666 Fax: (617) 993-2651

Single- and Two-Family Dwellings in the General Residence Zoning Districts

DESIGN AND SITE PLAN REVIEW SUBMISSION REQUIREMENTS

(June 27, 2014)

Single- and two-family dwellings in the General Residence Zoning Districts require Design and Site Plan Review (DSPR) from the Planning Board. The process for a DSPR application is the same as for a Special Permit – please refer to the Special Permit process outline for further information.

Applications for DSPR shall include the following information unless, prior to submittal, the Planning Board determined that certain materials are not germane to the decision being made, and authorized their omission. **10 COPIES** of this information must be submitted in order for the application to be considered complete.

1. The appropriate **Application**;
2. A **Statement** describing your proposal and its potential impacts on its abutters and the neighborhood, including, number of parking spaces, the square footage of the site and buildings, and potential impacts on open spaces;
3. **Elevations and Interior Layout Plans** at a scale of 1/8" = 1' or other appropriate scale. All spaces within the proposal must be properly labeled and all dimensions must be clearly shown;
4. **Site Plans** at a scale of 1"=20' prepared and stamped by a professional engineer (P.E.) or a Registered Professional Land Surveyor (RPLS). (The Board may approve another scale or waive the PE/RPLS requirement in specific circumstances.)

The plans shall show the following:

- a. New buildings, additions, adjacent structures,
- b. Streets, sidewalks and crosswalks,

- c. Existing and proposed landscape features and open spaces, including, existing and proposed walls, fences, outdoor lighting, street furniture, new paving and ground surface materials.
 - d. Points of vehicular and pedestrian access/egress;
 - e. All utilities, easements or service facilities, insofar as they relate to the project;
 - f. Proposed site grading, including existing and proposed grades at property lines, and;
 - g. Photographs or other readily available data concerning the location and size of structures on lots adjacent to or visible from the lot under consideration.
- 5. The proposed **Method of Stormwater Removal**
 - 6. A **Certified Plot Plan** less than six (6) months old;
 - 7. **Zoning Compliance Check List** completed and stamped by the surveyor who drafted the plot plan;
 - 8. A **Total Fee of \$300.00** - two checks:
 - a. **\$150** to the "Town of Belmont" to cover administrative expenses, and
 - b. **\$150** to the "Town of Belmont" to pay for the legal advertisements.
 - c. **\$50** is also required if your property is within 300' of a surrounding town.

The following information can be submitted up until your public hearing -

- 1. **Neighborhood Letters or a Petition** of those who do not object to the proposed project (this can be submitted up until the public hearing);
- 2. **Anything Else** that you feel is relevant to your application, i.e., pictures, etc.;



**Town of Belmont
Planning Board**

APPLICATION FOR DESIGN AND SITE PLAN REVIEW

(June 27, 2014)

Date: _____

Planning Board
Homer Municipal Building
19 Moore Street
Belmont, MA 02478

To Whom It May Concern:

Pursuant to the provisions of Sections 6D, Single and Two-Family Dwellings in the General Residence Zoning Districts, and 7.3, Design and Site Plan Review, of the Town of Belmont Zoning By-Law, I/We the undersigned, being owner(s) of certain parcel of land (with the buildings thereon) situated on _____ Street/Road, hereby make application to your Board for **DESIGN AND SITE PLAN REVIEW** for the erection or alteration on said premises or the use thereof under the applicable Section of the Zoning By-Law of said Town for

_____ on the ground that the same will be in harmony with the general purpose and intent of said Zoning By-Law.

Petitioner(s) are further to comply with the requirements of Sections 6D and 7.3 of said Zoning By-Law.

Signature of Petitioner

Print Name

Address

Daytime Telephone Number



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PERFORMANCE STANDARDS

Single and Two-family Dwellings in the General Residence Zoning Districts

(Town of Belmont Zoning By-Laws, Section 6D.4)
(June 27, 2014)

The following performance standards, as provided within Section 6D.4 of the Zoning By-Law, will be the basis for decisions on Design and Site Plan Review and Special Permits applications for single and two-family dwellings within the General Residence Zoning Districts, except as provided elsewhere in the Zoning By-Law.

The Applicant(s) will submit documentation regarding each of these standards, which are germane to the application, including information regarding consultative efforts made with municipal staff, neighborhood groups or other affected parties.

Performance Standards

- a. **Scale of Building.** The building shall be sited and constructed in a manner that is consistent with the scale of other structures in the neighborhood through the use of appropriate massing, front setbacks, and other architectural techniques such as variation in detail, form and siting.
- b. **Design of Building.** The building shall be designed consistent with the prevailing character of buildings in the neighborhood including the use of appropriate materials and other architectural techniques such as style, roof design and pitch, window design, and color. Unless the Board finds that a different design is necessary to preserve the historic or architectural significance of an existing single-family dwelling (1) front doors for each of the dwelling units shall be facing the street and not permitted to face into the side yards; and (2) the front door accessing the second unit shall be setback no greater than 25% of the front setback of the unit closest to the street.
- c. **Height.** The height of the building should be compatible with the style and character of the buildings in the surrounding neighborhood.
- d. **Proportions.** The proportions and relationships of height to width between windows, doors, and other architectural elements should be compatible with the architectural style and character of the surroundings.

- e. **Building and Driveway Siting.** The building and driveway shall be sited so as to work with the natural topography of the site. Re-grading should be kept to a minimum and shall be in keeping with the general appearance of the neighboring developed areas. The development shall be integrated into the existing terrain and surrounding landscape and shall maximize retention of open space; and, minimize tree, vegetation and soil removal, blasting and grade changes. No more than one curb cut shall be allowed for lots with less than 70' of frontage; except in situations where the Applicant can demonstrate that the second curb cut is in harmony with the surrounding neighborhood.
- f. **Circulation.** Walkways, drives and parking shall be safe and convenient and not detract from the use and enjoyment of adjacent properties, sidewalks, and Town streets.
- g. **Lighting.** Exterior lighting shall be minimized and only as needed to accomplish safety and design objectives and shall be arranged so as to minimize the impact on neighboring properties.
- h. **Open Space (landscape).** The landscape shall be preserved in its natural state by minimizing use of any grade changes and vegetation and soil removal. The open space shall be as extensive as is practicable and the landscape shall be designed so as to add to the visual amenities of the neighborhood for persons passing the site or overlooking it from nearby properties. Reasonable efforts shall be made to save significant trees and enhance the landscaping.
- i. **Relation of Structures and Spaces.** The relation of a structure to the open space between it and adjoining structures should be compatible with such relations in the surrounding area.
- j. **Screening.** Objectionable features shall be screened from abutting properties. Consideration shall be given to the need for vegetated buffers. The larger the house, the greater the buffer that will be required.
- k. **Drainage.** The development shall comply with the Stormwater and Erosion Control By-Law (General By-Law Section 60-325).
- l. **Street Trees.** During construction, street trees shall be protected to insure their survival. The number and size of curb cuts shall be minimal to protect the roots of the trees. Construction vehicles and staging areas shall be kept away from the drip line of the trees. Where feasible, the addition of street trees is encouraged.
- m. **Outdoor Mechanical Equipment.** Heating, ventilation, air conditioning, electric generating, or other noise emitting equipment shall not be located within the front yard of the lot. The front yard is defined as the area between a line obtained by extending the front elevation of the dwelling to each of the sidelines of the lot and the front line of the lot. Additionally, heating, ventilation, air conditioning, electric generating, or other noise emitting equipment shall not be located within the required side or rear setbacks and not visible from the street or from the adjacent properties.